



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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October 23, 2000

In Reply Refer To:
1223(P)
CA 944

EMS TRANSMISSION: 10/23/00
Instruction Memorandum No. CA 2001-009
Expires: 9/30/02

To: Field Office Managers

From: DSD, Support Services

Subject: Review of California Field Office Forms **DD: 11/15/00**

Your Field Office Records Manager, or a designated individual, is to proceed with a review of forms initiated by the Field Office Program Officials. During the review consideration should be given to current utilization, accuracy of format, needed revisions and whether individual forms are to be retained or deleted. If not already available, the Records Manager or the assigned individual should prepare an index to the forms initiated within the Field Office. The index should be submitted to the program leads for their review and decision. Any public use forms (reference 381 DM 11) are to have justification for Office of Management and Budget (OMB) approval.

Once the Field Office review of forms has been completed, a current index and 2 copies of each form are to be submitted to the State Records Manager, Louise Tichy. Forms created electronically are to be forwarded through E-mail. All forms should have an appropriate official heading identifying the originating office. Responses are due to the State Records Manager, CA 944, by November 15, 2000. Questions pertaining to the review, or to forms management in general, may be directed to Louise through E-mail or at 916-978-4301.

Signed:
Sherian L. Long
Acting DSD, Support Services

Authenticated:
Liza Raymundo
Records Management